

## EMPLOYEE TERMINATION FORM

\_\_\_\_\_  
Employee's Full Name

\_\_\_\_\_  
Employee ID/Address Book Number

I do hereby notify you of the termination of employment of \_\_\_\_\_  
who is an employee of the \_\_\_\_\_ Court.

Last day worked: \_\_\_\_\_

Unused vacation **hours**: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature/Title

\_\_\_\_\_  
Date

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## EMPLOYEE RETIREMENT FORM

\_\_\_\_\_  
Employee's Full Name

\_\_\_\_\_  
Employee ID/Address Book Number

I hereby certify that the termination of the above employee is due to employee's retirement as defined by  
the \*Public Employees Retirement Act.

\_\_\_\_\_  
Supervisor's Signature/Title

\_\_\_\_\_  
Date

Last day worked: \_\_\_\_\_

Unused vacation **hours**: \_\_\_\_\_

Unused sick leave **hours**: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date